Specifications for:
ASSESSMENT & REPORTING MANAGEMENT SYSTEMS

Overall Purpose:

The purpose of this document is to inform district decisions about the functions needed in a comprehensive Assessment and Reporting Management System. Districts are not required to have an electronic data system, but many have them and are looking to enhance them.

Intended Use of the Document:

This document is intended to:

- Inform districts about the functions needed in an assessment and reporting management system

- Be used by districts when making decisions about developing, selecting or purchasing data management systems

This document is not intended to support any one data system in Nebraska or to provide guidance on merging local data systems to meet comprehensive reporting requests needed for the Nebraska Student and Staff Records System that will be fully implemented in 2006-2007.

This document identifies the functions necessary for a comprehensive assessment and reporting management system. These functions will support Nebraska districts in collecting and managing data for local purposes and for submitting data to the Nebraska Department of Education.

The specifications are divided into four sections:

A. Curriculum and Instructions Management
B. Assessment Management
C. Staff and Student Information Management
D. Professional Development Data Management

For each section a list of functions is provided. If a function is directly related to an NDE reporting requirement, it is noted in the **Report to NDE** column.

Important consideration:

Systems meeting these specifications should be able to integrate and interpret data from each of the four components within each local system. As outlined in the National Educational Technology Plan recommendation: Integrated, interoperable data systems are the key to better allocation of resources and greater management efficiency. For example, consider Schools Interoperability Framework (SIF) Certification as a requirement in all RFPs and purchasing decisions. The true purpose of data management is to provide data management for informing decisions, and the inter-operability of the data from one component to another is critical.

A. Curriculum & Instructions Management Section

Purpose:

A Comprehensive Curriculum & Instruction Management System should identify the specifications that provide support for districts to meet the following:
- evaluate and adjust curriculum
- make decisions about resource allocations
- document opportunity for learning
- inform instruction

Functions	Report to NDE
1. Provide a tool to support curriculum and instruction (PreK – 12, all subject areas): • Develop • Organize • Align • Analyze • Track Feedback • Update (repository of changes, historical archive) • Keep records of instructional strategies	
2. Provide a tool for storing local decisions about where Nebraska approved content standards are found in the local K-12 curriculum in all subject areas.	District Assessment Portfolio for Assessment Quality Criterion #2
3. Provide a tool to record student opportunity to learn, take standards, e.g. • Dates taught and assessed • Documentation of lesson plans • Documentation of teacher observation • Analysis of survey results	District Assessment Portfolio for Assessment Quality Criterion #2
4. Provide streamlined electronic transfer of data to statewide student and staff system.	Nebraska Student and Staff Record System beginning in the fall of 2006
5. Provide a collection tool for annual curriculum.	The Annual Curriculum Report (02-015)

B. Assessment Management System

Purpose:
A Comprehensive Assessment Management System should identify the specifications that provide support for districts to meet the following:
- develop and administer assessments
- collect and track data
- document assessment quality
- report student results

Functions	Report to NDE
1. Provide capacity for documentation and calculation of teacher professional judgment with sufficiency of item/ tasks at four levels: beginning, progressing, proficient and advanced.	District Assessment Portfolio for Assessment Quality Criteria #1, #5 & #6
2. Provide capacity for documentation of professional judgment/evidence of fairness: • Clarity of directions • Clarity of display • Clarity of vocabulary • Sensitivity to all groups • Appropriateness of cognitive level (e.g. age, grade, developmental level)	District Assessment Portfolio for Assessment Quality Criteria #1, #5 & #6
3. Provide capacity for documentation of the calculations of reliability: • Internal Consistency (e.g. coefficient alpha, KR-20, KR-21) • InterRater Reliability • Decision Consistency Models	District Assessment Portfolio for Assessment Quality Criteria #1, #5 & #6
4. Provide capacity for documentation of calculations of mastery level methods—in either student centered or test centered methods, (e.g. student centered borderline group method and contrasting groups; test-centered—Angoff Method, Bookmarking)	District Assessment Portfolio for Assessment Quality Criteria #1, #5 & #6

Functions	Report to NDE
5. Provide capacity for documenting individual student results and protecting individual student confidentiality: • Provide for the input of scores from other external assessment sources. • Provide tracking and monitoring system for determining when students have taken which assessment on which standards. • Maintain and report student longitudinal data.	STARS requirements in 2006-07
6. Provide streamlined electronic transfer of data to statewide student and staff system.	Nebraska Student and Staff Record System beginning in the fall of 2006
7. Provide capacity for electronic delivery and scoring of all types of assessment: • Provide capacity for the electronic scoring of assessments. • Provide capacity for assessments to be delivered electronically. • Provide for capacity for storing the assessment tasks and scoring tools.	Nebraska Student and Staff Record System beginning in the fall of 2006

8. Provide capacity for data analysis and reporting:
• Allow the results from performance assessment to be included in data reports.
• Generate report options:
  • Disaggregated reports
  • Multiple queries from any stored data source
  • Multiple formats/displays
• Provide user-friendly understandable reports to inform instructional decision on student level, classroom level, building level and district level.	

C. Staff & Student Information Management Section

Purpose:

A Comprehensive Student & Staff Management System should identify the specifications that provide support for districts to meet the following:

- collect accurate data about students and staff
- maintain accurate and confidential records
- transfer data records across and within the local system
- transfer data for state and federal reporting purposes

Functions	Report to NDE
1. Maintain the unique statewide student identifier for every student.	Nebraska Student and Staff Record System beginning in the fall of 2006
2. Maintain a unique identifier tied to education, staff certification and experience.	Nebraska Student and Staff Record System beginning in the fall of 2006
3. Maintain student-level enrollment, attendance, demographic and program participation data.	Nebraska Student and Staff Record System beginning in the fall of 2006
4. Maintain student level performance data on state-approved standards.	Nebraska Student and Staff Record System beginning in the fall of 2006
5. Maintain information on untested students.	Nebraska Student and Staff Record System beginning in the fall of 2006
6. Maintain student-level graduation and dropout data.	Nebraska Student and Staff Record System beginning in the fall of 2006
7. Provide the capacity for documenting individual student results and protecting individual student confidentiality: • Student-level transcripts, course completion, and information • Student-level ACT, SAT, Advanced Placement and International Baccalaureate test results or other test records as required by district.	Nebraska Student and Staff Record System beginning in the fall of 2006
8. Be auditable for data quality and accuracy as needed by NDE.	
9. Provide the capacity to track K-12 and higher education data.	

D. Professional Development Data Management Section

Purpose:
A Comprehensive Professional Development Data Management System should identify the specifications that provide support for districts to meet the following:

- report teacher qualifications to the Nebraska Student and Staff Record System
- report professional development involvement to the Nebraska Student and Staff Record System

Functions	Report to NDE
1. Provide a collection site for Staff Certification/Endorsement Information/Degree Attainment / NCLB Qualified.	Nebraska Student and Staff Record System beginning in 2006
2. Provide capacity to repeat, record and report PreK – 12 Involvement in professional development. Analyze PreK-12 Involvement in professional development: • Record Professional Learning Opportunities • Topics • Dates • Course/Title/Content • Analyze PreK-12 involvement in professional development	
3. Provide streamlined electronic transfer of data to statewide student/staff system: • Record Personal Growth Plans • Development • Monitor • Evaluate • Report • Correlation to the School Improvement Process	Nebraska Student and Staff Record System beginning in 2006

Important Links:
These documents are also available from the NDE home page: www.nde.state.ne.us

ASSESSMENT
District Assessment Portfolio Cover Pages:
    http://www.nde.state.ne.us/stars/documents/PortfolioCover05.pdf

District Assessment Sample Portfolio
    Reading: http://www.nde.state.ne.us/stars/documents/Samplereadingportfolio.pdf
    Mathematics: http://www.nde.state.ne.us/stars/documents/Samplemathportfolio.pdf

Assessment & Portfolio Instructions & Suggestions:
    http://www.nde.state.ne.us/stars/documents/PortfolioInstr.Sugg05.pdf

Portfolio Technical Manual
    http://www.nde.state.ne.us/stars/documents/TechnicalManual.05.pdf

Six Criteria DVD:
    TBA

DIRECTORY
Nebraska Dept. of Education Directory of Schools:
    http://ess.nde.state.ne.us/DataCenter/EducationDirectory/Default.htm

STUDENT RECORD SYSTEM
Vendor Information
     http://www.nde.state.ne.us/nssrs/

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